

NEW PERSPECTIVES

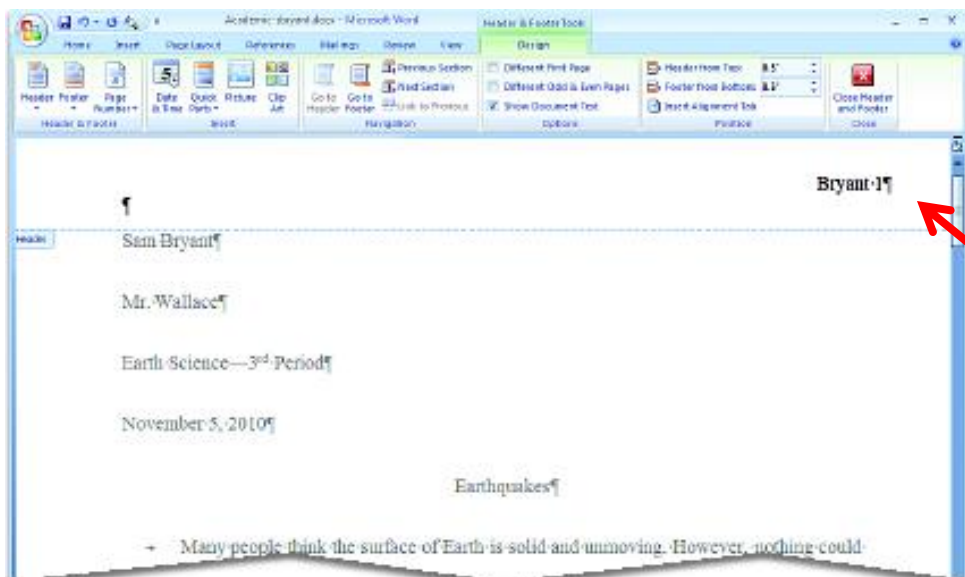
MSOffice WORD



Microsoft® Office® 2013

Objectives:

- Create headers and footers
- Insert and modify a table and chart
- Insert and manipulate Clip Art, SmartArt, and WordArt
- Work with a text box
- Insert, position, and modify a shape
- Format an academic report

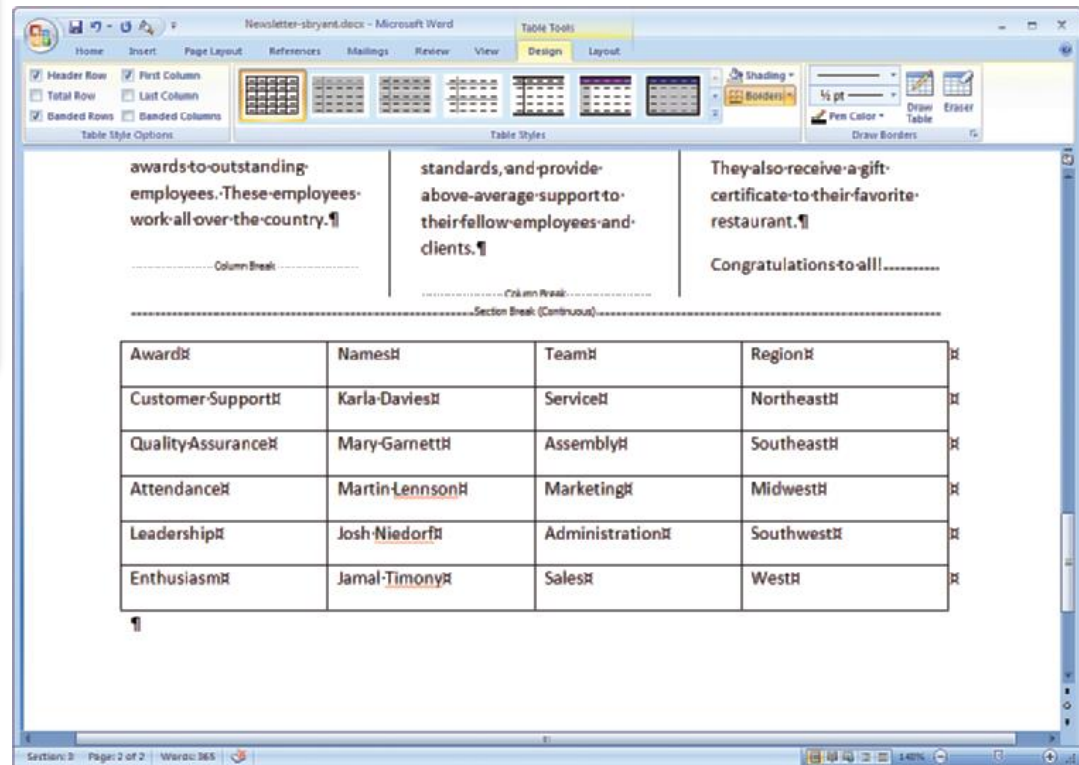


A **header** contains text that appears at the top of every page, such as the student's last name and the page number.

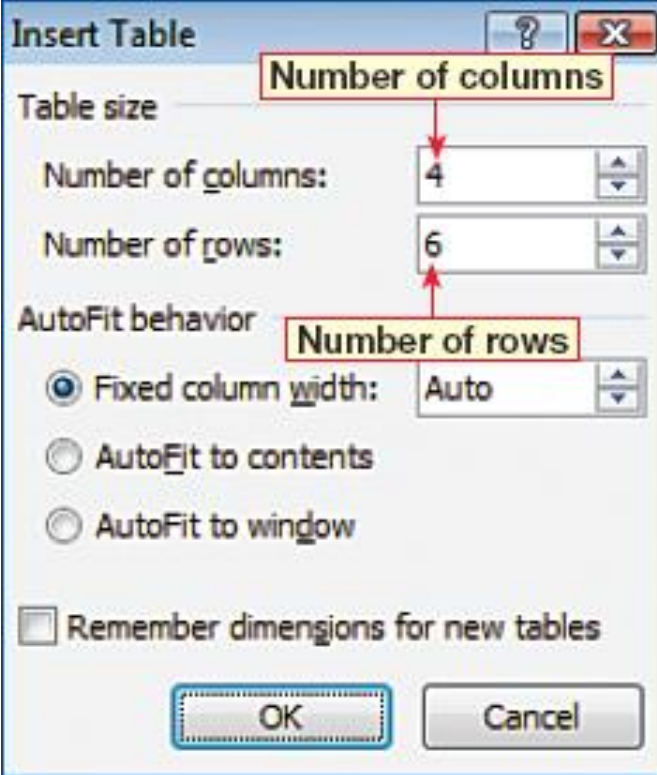
A **footer** contains text that appears at the bottom of every page, such as page number.

Tables effectively present complicated information.

At school, you might use a table to list the research results for a project.



Use the **Insert Table** dialog box, to choose the number of columns and rows in your table.



The screenshot shows the 'Insert Table' dialog box. It has a title bar with a question mark and a close button. The 'Table size' section contains two spinners: 'Number of columns' set to 4 and 'Number of rows' set to 6. Red boxes with arrows point to these spinners, labeled 'Number of columns' and 'Number of rows' respectively. The 'AutoFit behavior' section has three radio buttons: 'Fixed column width' (selected), 'AutoFit to contents', and 'AutoFit to window'. The 'Fixed column width' spinner is set to 'Auto'. At the bottom, there is a checkbox for 'Remember dimensions for new tables' and two buttons: 'OK' and 'Cancel'.

Insert Table

Table size

Number of columns: 4

Number of rows: 6

AutoFit behavior

☒ Fixed column width: Auto

☐ AutoFit to contents

☐ AutoFit to window

☐ Remember dimensions for new tables

OK Cancel

To insert or draw a table in a document, click the Table button on the **Insert** tab.

A table consists of vertical columns and horizontal rows.

Row

When columns and rows cross in a table, they form a **cell**.

Cell

Row

Column

Awards	Names	Team	Region
Customer-Support	Karla-Davies	Service	Northeast
Quality-Assurance	Mary-Garnett	Assembly	Southeast
Attendance	Martin-Lennson	Marketing	Midwest
Leadership	Josh-Niedorf	Administration	Southwest
Enthusiasm	Jamal-Timony	Sales	West

Add shading and borders to emphasize specific content and make a table look more interesting.

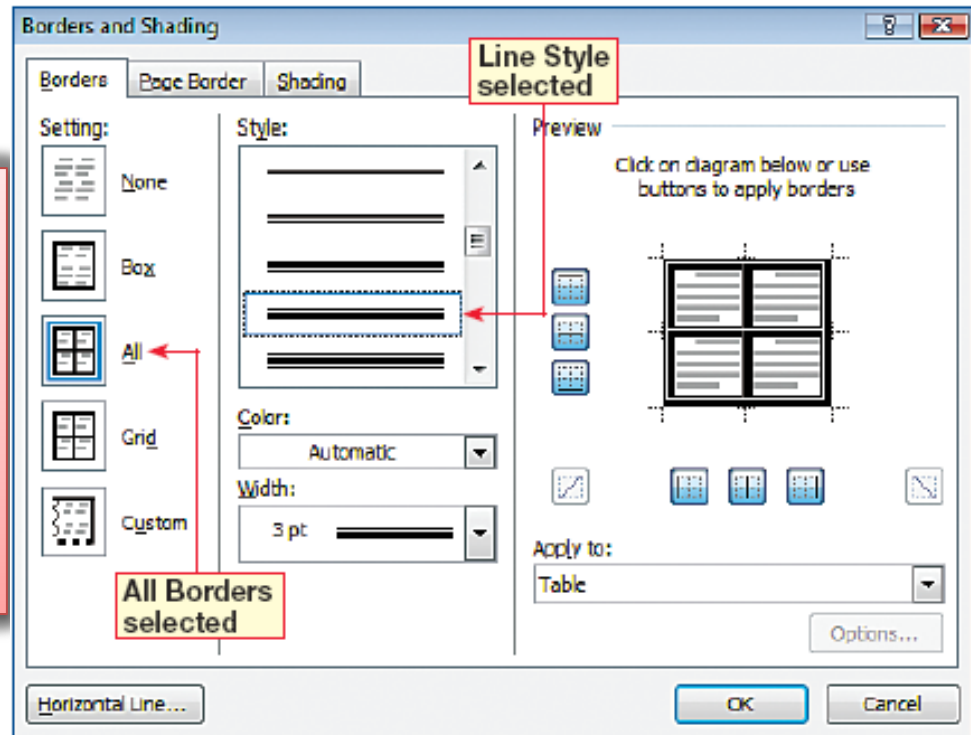
The screenshot shows the Microsoft Word interface with a table. The table has four columns: Award, Name, Team, and Region. The first row is highlighted in green. The table is annotated with red boxes and arrows pointing to specific features:

- Move handle**: Points to the small square handle at the top-left corner of the table.
- AutoFit contents button**: Points to the 'AutoFit' button in the 'Layout' tab of the ribbon.
- AutoFit makes columns adjust to fit text**: Points to the bottom of the table.

Award	Name	Team	Region
Customer Support	Karla Davies	Service	Northeast
Quality Assurance	Mary Garnett	Assembly	Southeast
Attendance	Martin Lennson	Marketing	Midwest
Leadership	Josh Niederft	Administration	Southwest
Enthusiasm	Jamal Timony	Sales	West

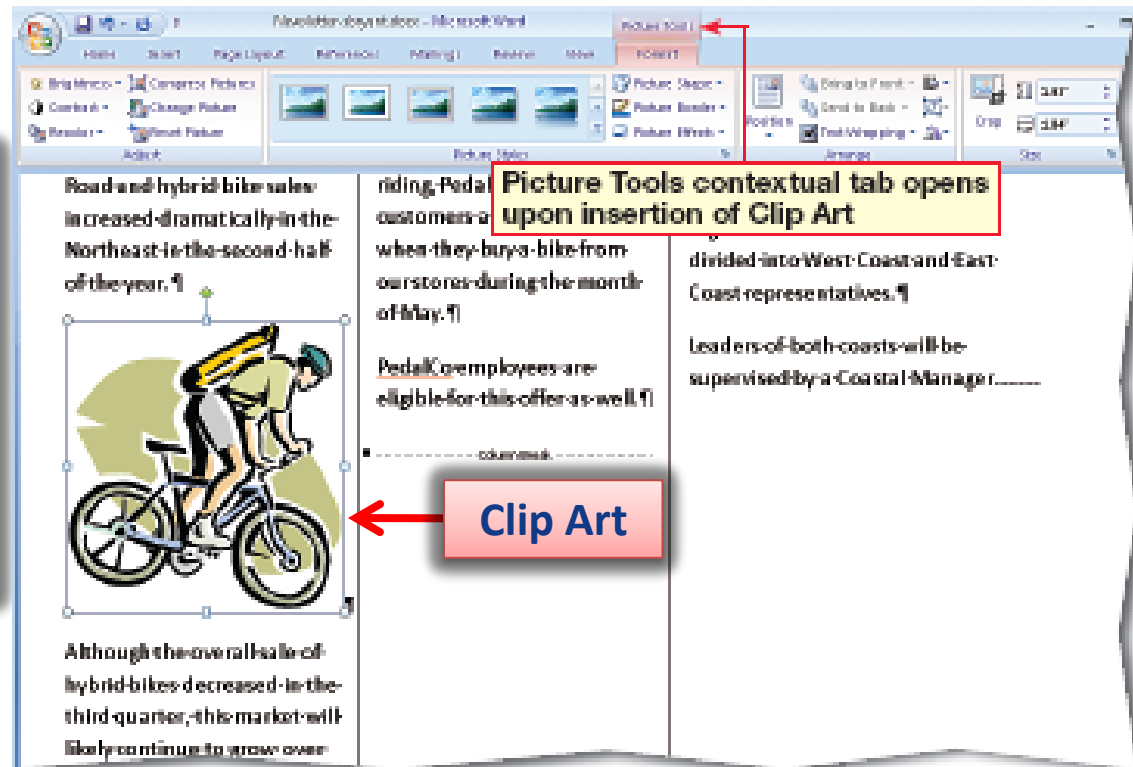
To make text fit better, change column widths, or let AutoFit do it for you.

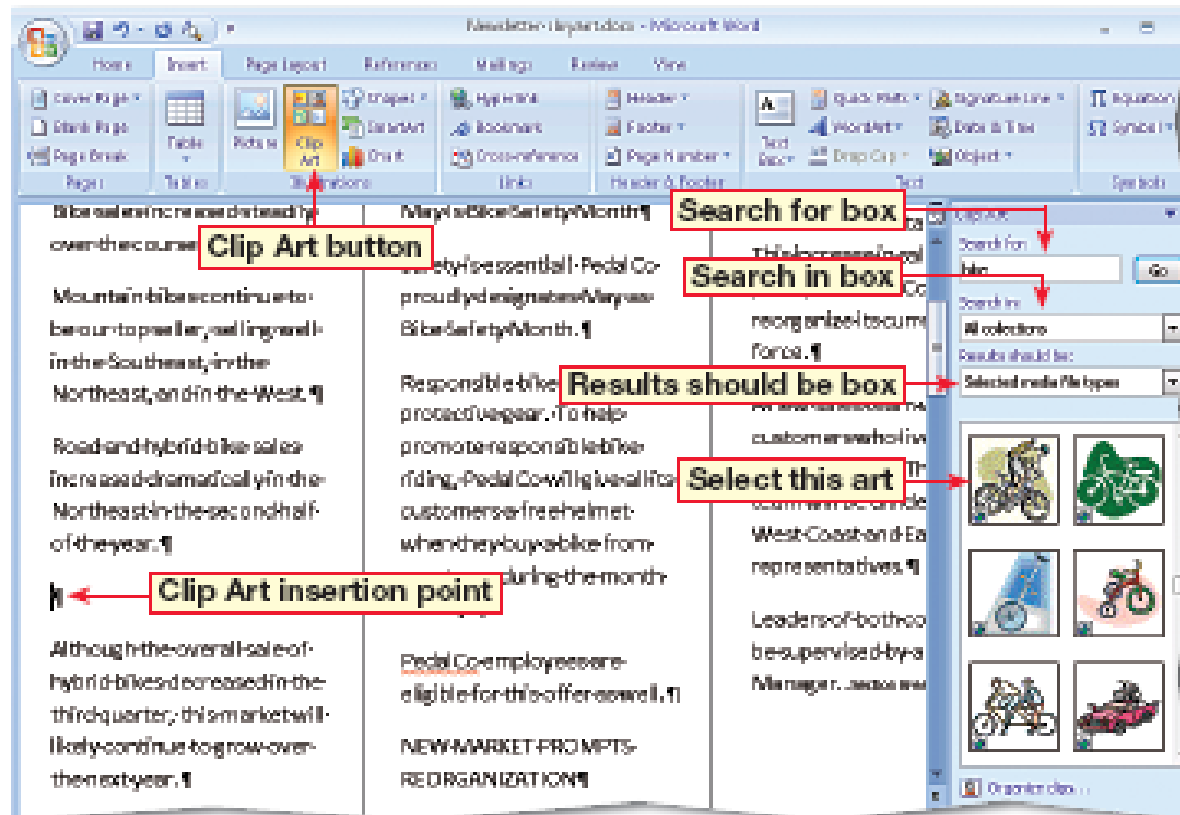
To add borders and shading to a table, click the **Borders** and **Shading** drop-down arrows on the **Home** tab.



To format the borders and shading of a table, use the **Borders and Shading** dialog box.

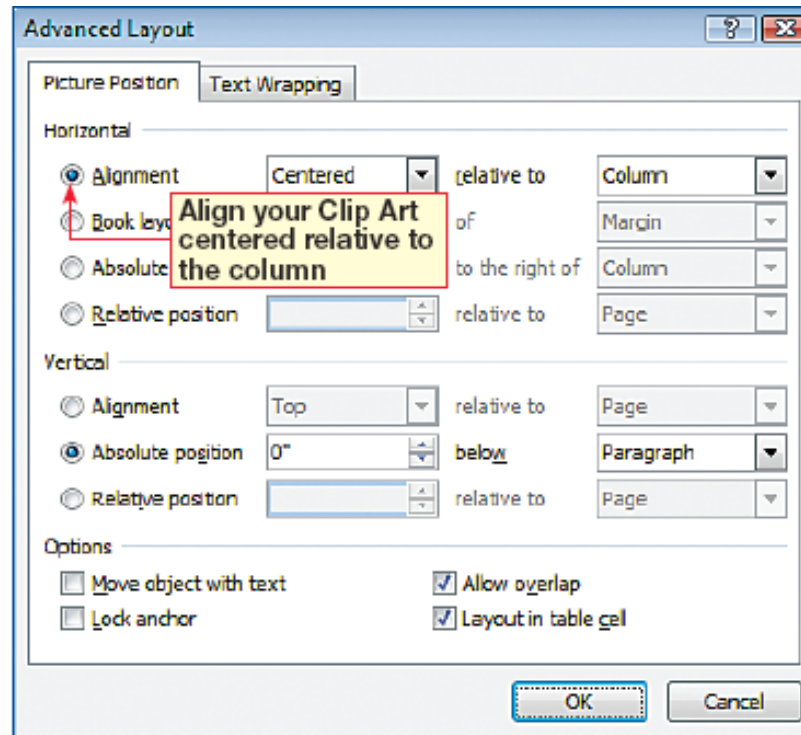
Use **Clip Art** to enhance the look of a document and break up long blocks of text.





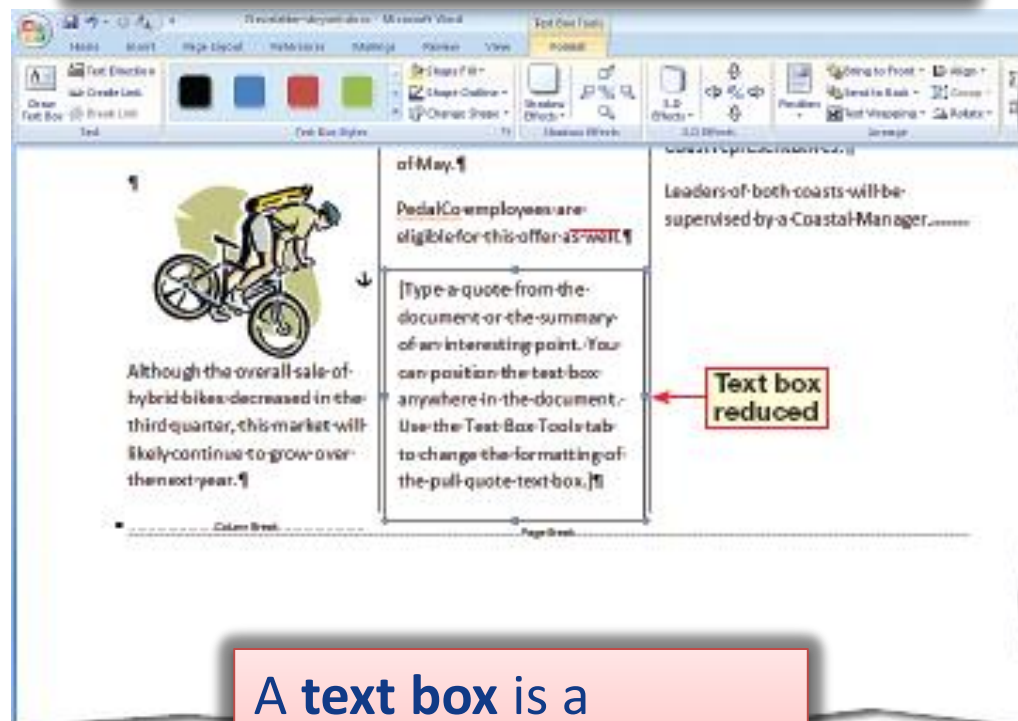
The Clip Art Gallery contains pictures that you can insert into a document.

To resize and format Clip Art to fit your document's design, use the Advanced Layout dialog box or the Picture Tools.



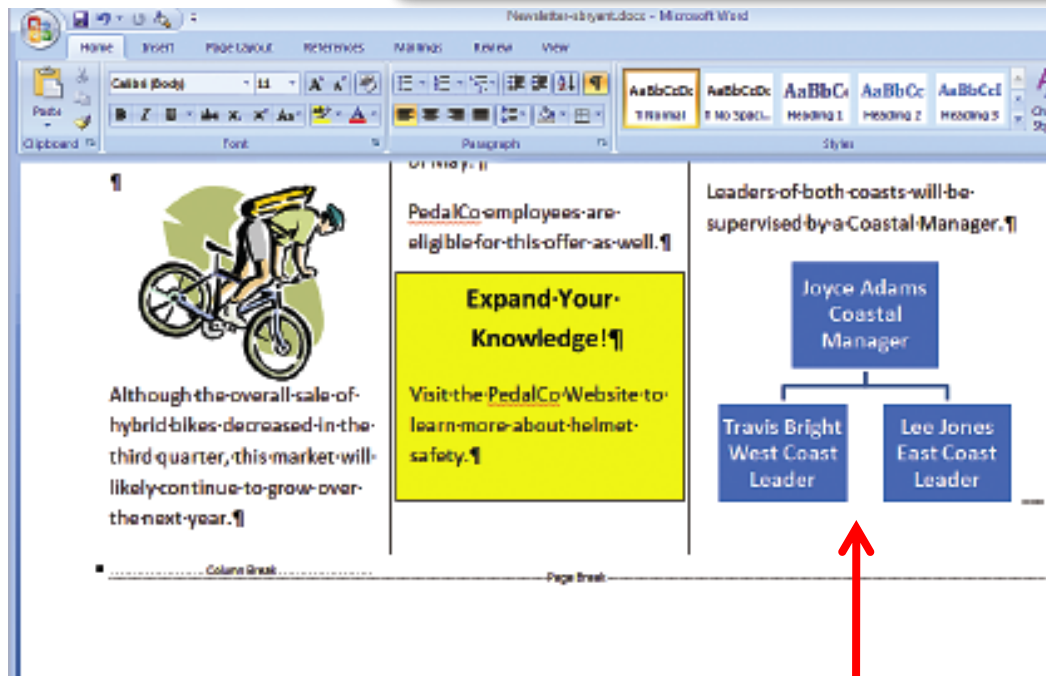
To move Clip Art, point to it and drag it to where you want to place it on the page.

Use text boxes to arrange individual blocks of text on a page.



A **text box** is a movable, resizable box that contains text.

The SmartArt Gallery contains several samples of diagrams to help you make your point.

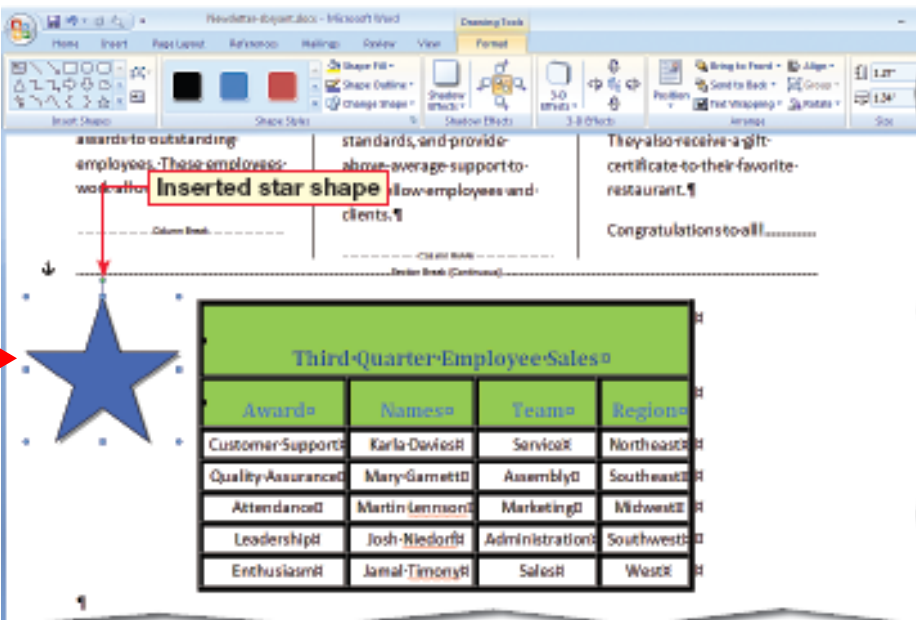


A **diagram** can explain an idea or process by displaying it graphically.

Diagram

A **graphic** is an element that is used to display information and add visual interest to a document.

Graphic

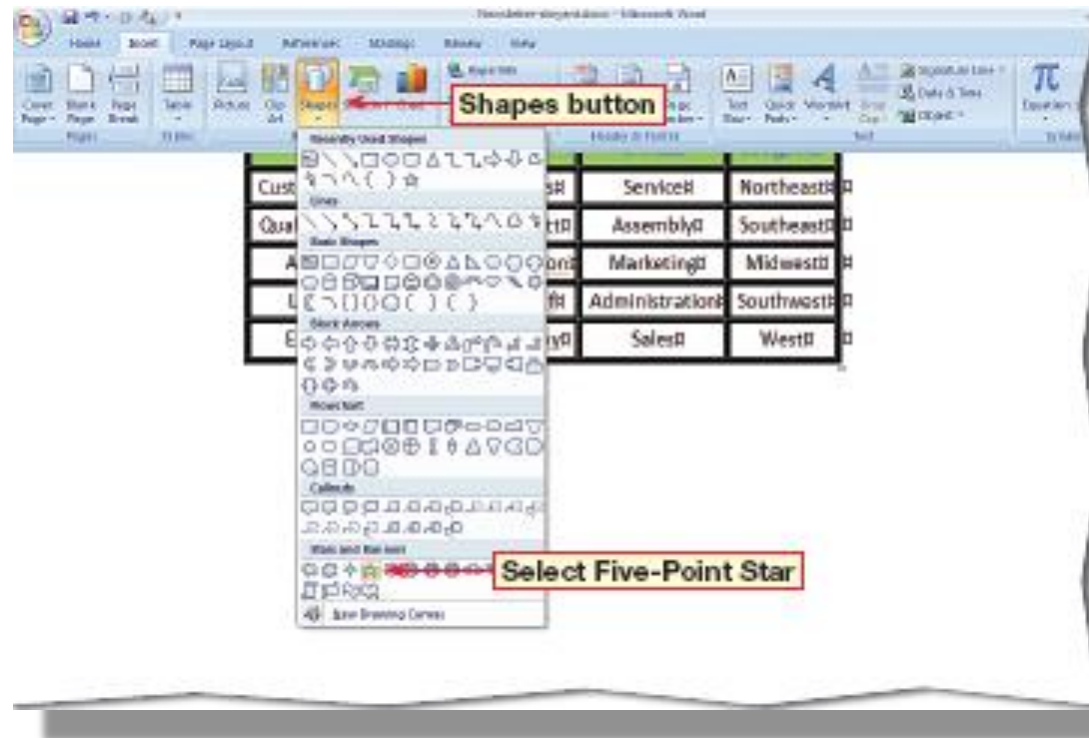


Inserted star shape

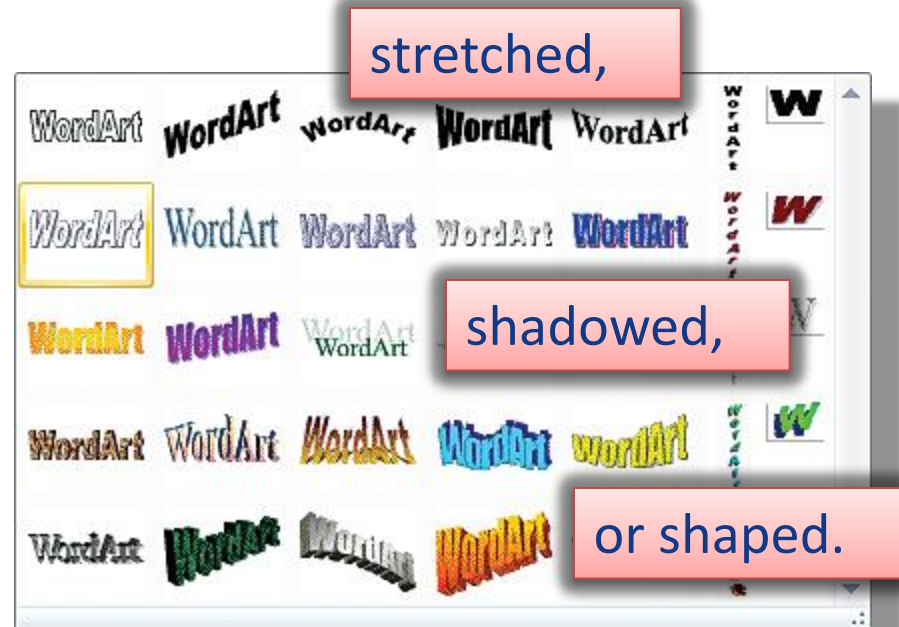
Third-Quarter Employee Sales			
Award	Names	Team	Region
Customer-Support	Karla-Dawes	Service	Northeast
Quality-Assurance	Mary-Garnett	Assembly	Southeast
Attendance	Martin-Lemmon	Marketing	Midwest
Leadership	Josh-Niedorf	Administration	Southwest
Enthusiasm	Jamal-Timony	Sales	West

Word has tools that allow you to create an easy-to-see graphic shape such as a circle, arrow, or star.

Use the **Shapes** menu to select the type of shape you want to create and use.



WordArt is
text that is...

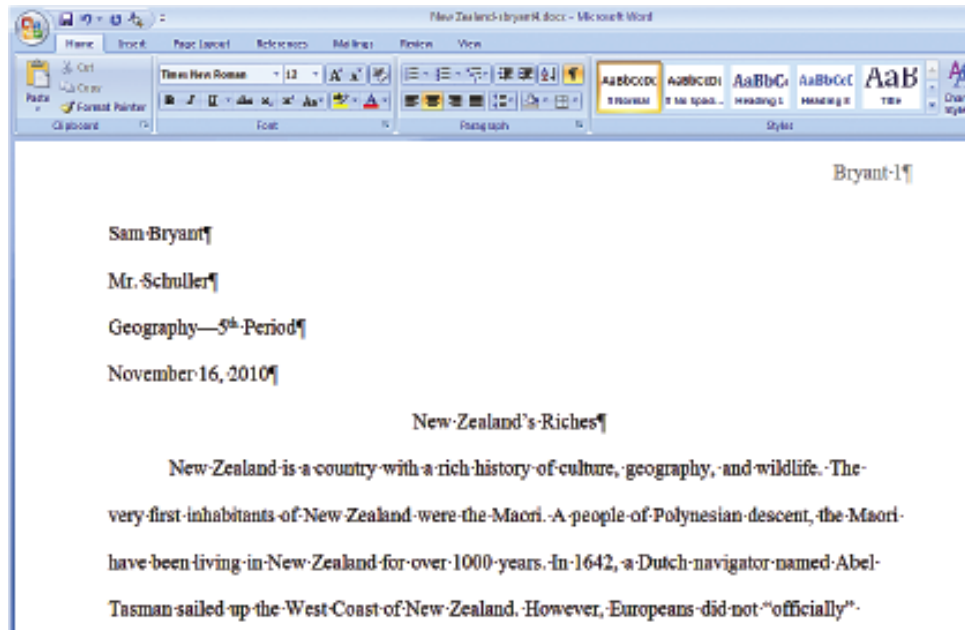


The WordArt Gallery
contains many different
types of WordArt.

MLA format

A **report** is a formal document used to communicate information.

A report gathers information from different sources and brings it together in one organized paper.



Research reports are formatted using guidelines published by the **Modern Language Association** or MLA.

The main components of an **Academic Research Report** are:

The body.

The conclusion.

A Works Cited or
bibliography page.

Sam Bryant¶

Mr. Schuller¶

Geography—5th Period¶

November 16, 2010¶

The title and introduction.

New Zealand's Riches¶

New Zealand is a country with a rich history of culture, geography, and wildlife. The very first inhabitants of New Zealand were the Maori. A people of Polynesian descent, the Maori have been living in New Zealand for over 1000 years. In 1642, a Dutch navigator named Abel Tasman sailed up the West Coast of New Zealand. However, Europeans did not "officially"

When the United States became an independent nation, most European countries were still ruled by kings or queens. While he was the leader of his nation, Washington did not want the people to think of him as a king. He did not allow anyone to call him "Your Majesty." Instead, he preferred to be called "Mr. President." As the nation's military leader, Washington was also the first president to be called "Commander in Chief." Today, presidents are still called "Mr. President" and "Commander in Chief."¶

Works Cited¶

Canady, Robert. Washington and the Nation. New York: Presidential Press, 2009.¶

"Independence and the Presidency." Meet Amazing Americans. September 2010. The Library of Congress. 19 September 2010. <http://americaslibrary.gov/presidents/wash/ind_3>.¶

Lee, Jane. "George Washington." The First Presidents. Ed. Marcus Taylor. New York: Presidential Press, 2009. 45-66.¶

To make sure your document is formatted correctly, use the **Reveal Formatting** task pane.

The screenshot shows the Microsoft Word interface with the 'Reveal Formatting' task pane open on the right. The task pane displays the formatting for the selected text, including Font, Paragraph, and Section properties. The 'Customize Quick Access Toolbar' dialog box is also visible, showing the 'Reveal Formatting' command added to the toolbar. Red arrows point from labels to the corresponding elements in the task pane and the toolbar.

Reveal Formatting command added to QAT

Customize Quick Access Toolbar

Font

Alignment

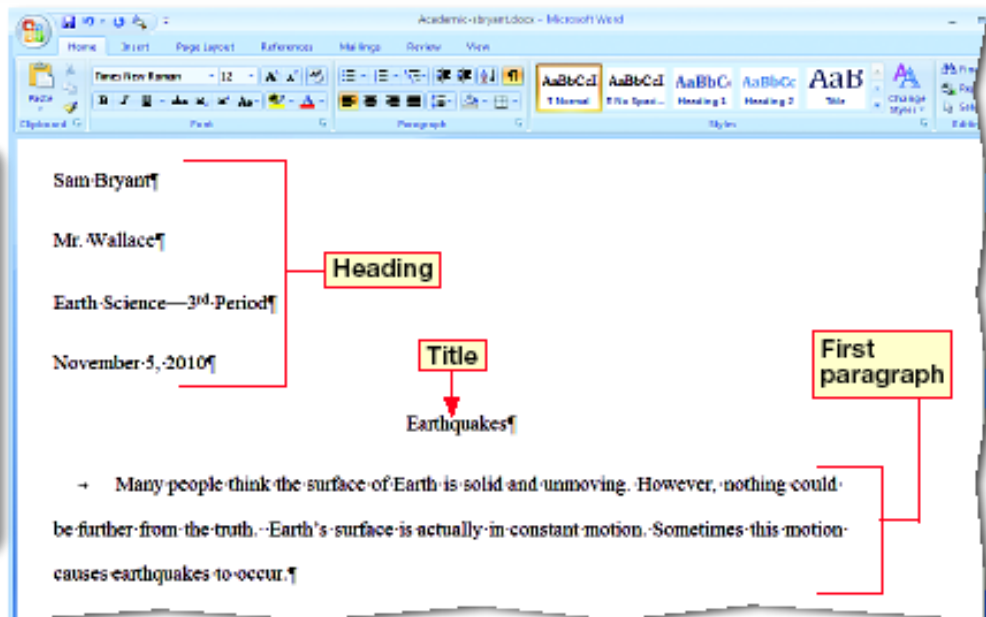
Line spacing

Margins

Reports should have 1-inch margins and be double spaced.

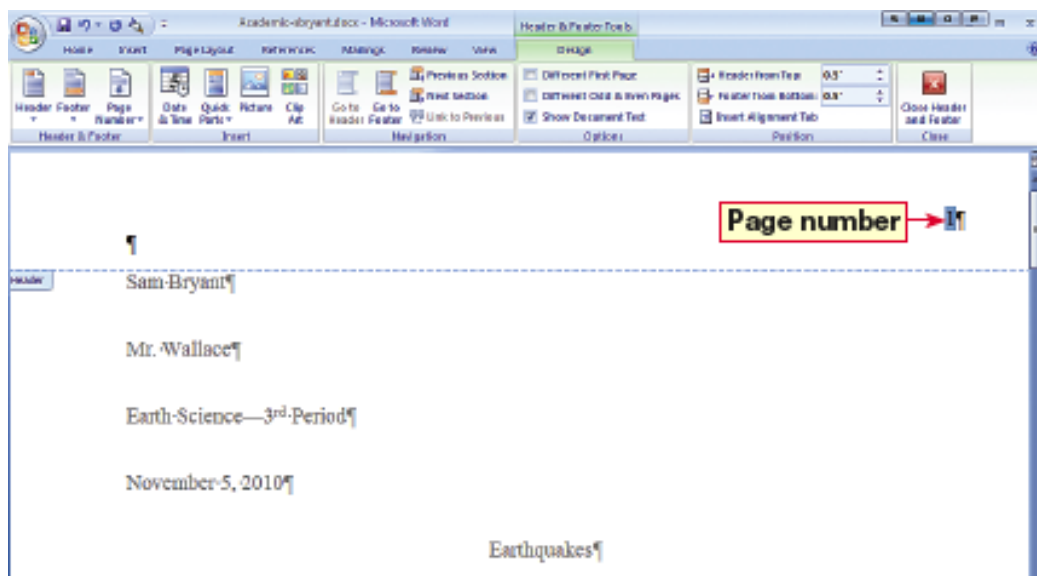
When creating a report in **MLA format**, place a heading at the top of the report's first page.

The **heading** includes your name, your teacher's name, the class name and period, and the date.



You then key the report's title (centered only), followed by the first paragraph of your report.

In an MLA report, the page number should be aligned with the right margin on every page.



To position numbers in the top right corner, use the **Page Number** menu from the Insert ribbon.

Bibliography or citation...

Author(s)
(Last, First)

Title
(Italicized)

Lovejoy, Helen. *Oh I'll Never Tell: Secrets of a Community*

Gossip. Springfield: Presbylutheranism Press, 2001. *First*

Church of Springfield. Web. 3 May 2004.

Publication
Date

Title of
Website
(Italicized)

Medium
of
Publication

Access Date

Publishing Info
(If Available)

MLA citation example for online journal article

Author

Article title

Journal title

Date of article

Rosenbaum, Sarah. "Rethinking the Woman as Fetish: the art of Kara Walker." Museo. 4 (2003).
20 October 2008 <<http://www.columbia.edu/cu/museo/walker/>>

Date accessed

URL